

Spec. Code: 4659(3099)  
Occ. Area: 04  
Work Area: 443  
Prom. Line: none  
Prob. Period: 6 mo.  
Effective Date: 06/01/00

## **MEDICAL RECORD PRACTITIONER**

### Function of Job

Under general supervision from a Medical Record Librarian, to perform complex technical tasks in the preparation and maintenance of medical records in a patient care unit of a health care facility, including assembling, analyzing, coding, abstracting, filing, and retrieving patient records and health information, in conformance with federally and professionally mandated procedures.

### Characteristic Duties and Responsibilities

1. compiles source documents relating to disease and treatment of patients using established indexing systems, such as the ICD-9CM (International Classification of Diseases [9th Revision] Clinical Modification [Disease Tabular List])
2. analyzes patient records for completeness and accuracy using accrediting, regulatory, and health care facility's standards, such as Diagnostically Related Groups (DRG's)
3. reviews patient records for quantitative and qualitative content and follows up on deficiencies (if any)
4. prepares statistical reports and selects and tabulates data from medical records to ensure that documentation supports requirements as they affect the health care unit
5. enters and retrieves clinical data using automated equipment, such as keyboard and cathode-ray tube (CRT)
6. analyzes unit information services and implements a systematic flow of patient treatment information
7. communicates to administrative and professional staffs appropriate principles, policies, regulations, and standards to assure the completeness and accuracy of the patient's hospital records
8. establishes unit priorities for the control and use of patient health information
9. performs related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. certification or eligibility for certification as an Registered Health Information Technologists (RHIT) by the American Health Information Management Association (AHIMA) if required by the employing institution. If certification is not required, the applicant must have 18 months of experience in the preparation and maintenance of medical records in a health care facility or program
2. 12 months of experience in the patient records section of a health care facility or program in addition to the requirements listed in #1 above

NOTE: Either of the following satisfies both of the above credential requirements for this class: (1) possession of a Baccalaureate degree in health information or medical records science from a program accredited by the AHIMA and eligibility for AHIMA's examination for Registered Health Information Administrator (RHIA) or (2) registration as a Registered Health Information Administrator (RHIA) by the AHIMA.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of current diagnostic code systems (such as the ICD-9MC)
2. knowledge of current case mix systems (such as DRG's)
3. knowledge of medical terminology and medical records science, including disease processes (symptoms, diagnoses, and treatments) and laboratory and operative procedures
4. knowledge of the legal requirements of governmental and regulatory agencies with regard to patient illness and treatment (such as those required under the Tax Equalization and Fiscal Responsibilities Act [TEFRA])
5. knowledge of health care record systems, with the ability to read, interpret, and abstract information from a patient's record in accordance with instructions in order to document results and with the ability to present accumulated data in a meaningful manner
6. sufficient knowledge of data collection methods and statistical techniques to prepare and interpret quantitative reports, including variation indices, percentiles, etc., for such programs as research studies
7. knowledge of regulations affecting the confidentiality of patient records
8. skill in communicating in verbal and written forms with members of the professional and administrative staff
9. ability to learn computer applications as they relate to the unit's information
10. ability to enter or retrieve data using automated equipment, such as CRT equipment used to retrieve the Master Patient Index (MPI)